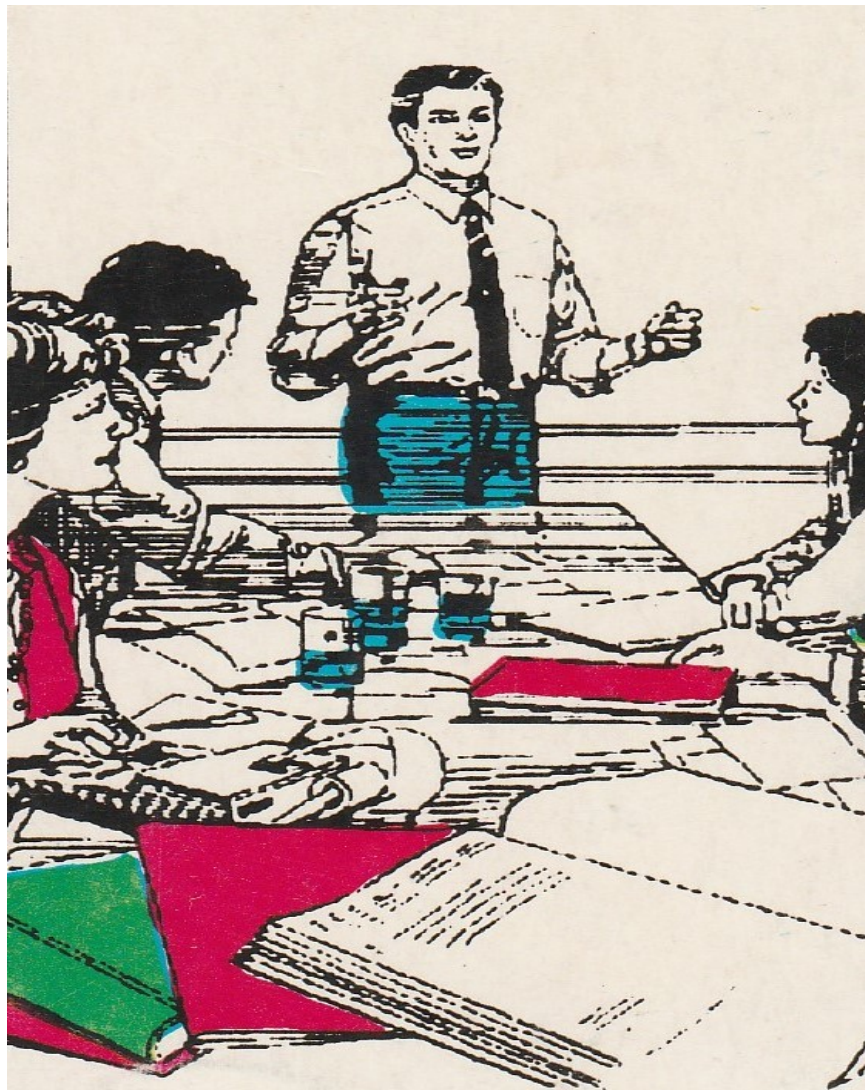

GUIDE ON HOW TO APPLY FOR A JOB

ADOLF (DUFI) KOCK



A translated version of Guia con pa solicita pa un trabao

GUIDE
ON
HOW TO APPLY FOR A JOB

AUTHOR

ADOLF (DUFI) KOCK

Dedicated to my wife Maria

*Thanks to all those who contributed to the
realization of this book*

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THE AUTHOR

Dufi terminated his basic education at the Don Bosco School in San Nicolas, Aruba. Subsequently he continued his advanced education and graduated at the Lago Vocational School. He then continued his services with the Lago Oil & Transport Company until it closed down in 1985, with 35 years of service. In 1964 he received a Lago Employee Educational Assistance Program scholarship and attended the University of Dayton in Ohio. Upon his return he continued his last twenty years as Training Coordinator. During this period he coordinated and taught most of the training programs, including basic operation, workshops, and management training. He also worked as Computer Technician for the startup of the modernization and computerized control centers. He also acted as Secretary of the Lago Scholarship Foundation. At the closing of Lago he assisted and participated in a course on how to apply for a job.

He was an active National and International member of the American Society for Training and Development (ASTD) and participated in numerous courses both local and overseas, to mention a few: Creative Thinking; Human Relations; Effective Supervision/Management; Organization Development; Problem Solving & Decision Making (Kepner Tregoe); Organizational Development Lab (ODL); Effective Speech & Writing; Management Training at Sonesta Hotel in Aruba; Computer Training at General Electric in Phoenix, Arizona; ASTD Trainers' Institute in Madison, Wisconsin; ASTD Designing/Selecting Appropriate Training Method in Madison, Wisconsin; ASTD First Latin American Training & Development Symposium in Caracas, Venezuela; Techniques for Industrial Instructors in St. Louis, Missouri; Purchasing Manager's Training at Sonesta Hotel in Orlando, Florida. Food Market Institute at Chicago, Illinois. Also graduated as a Certified English Grammar Teacher at Career Institute in Chicago, Illinois.

After the closing of the refinery he worked as Purchasing Manager at the Sonesta Hotel; Personnel Manager at Laurena N.V.; Personnel Manager at Albo/Netherlands Harbourworks (Marriott Hotel); and Personnel Manager at the Paradise Beach Hotel, all the above in Aruba.

INTRODUCTION

THE LABOR SITUATION:

Lately there are many publications in the media which indicate that many people do not know how to apply for a job. I am of the same opinion because in my experience as Personnel Manager in the past, I experienced this on many occasions. In my opinion this is probably the biggest problem that applicants are confronted with in order to get a job.

There is no doubt in our minds that at times there are many demands for workers and also a variety of jobs. In certain cases the job that is being offered does not require an extensive preparation. But for you to get a job, you have to be prepared, otherwise how are you going to approach the employer? It's like going to bat and you already have two strikes against you. It is for this reason that I believe that the time has come for all those involved, either in the field of education or labor, to come up with courses where our people can learn how to prepare themselves for a job. I also believe that these courses must be introduced at schools, at least in the last school-year. This will undoubtedly change, fortify the thoughts, and alleviate the concerns of the youngsters who believe that it will be difficult for them to obtain a job upon completion of their studies.

It is for this reason that I have decided to come up with this book with the objective that it will serve as a guide to help those who are applying for a job. Before I go into the details it is important for me to emphasize that this book is to assist you to obtain a job...and not to get a job for you.

This book will cover the following points which will guide you how to:

1. write an application letter
2. prepare a Resume
3. present yourself adequately
4. act in an interview

We can read everyday in the newspapers that there are many problems in the labor market and how difficult it is becoming: (1) to obtain a job; (b) to maintain a job; (3) for employers to obtain workers who can give quality performance.

In Aruba in 1985 the Lago Oil & Transport Company, Ltd., one of the largest oil refineries in those days discontinued their operations. It was then the main source of income for the island government. This not only caused serious economic problems on the island but also in the labor market. Many of the workers had to go overseas in search for a new job because not all could find a job which they desired.

Fortunately, the Government and the population joined forces and without losing faith and perseverance and with the determination, struggled very hard to bring the island back on its feet. During this period our island transformed

itself into a stable and progressive economy. Commerce and industries went into an enormous expansion period, which resulted at a certain moment that our work force was unable to comply with the demands in the local market. We had to import many people to help us continue with the economic development. Unfortunately, this brought with it many social problems and concerns to our own people.

The Government indicated that, contrary to others, it will do its utmost to control this economic growth, because if this is continued it will cause some damage to our accomplishments. At times we cannot say that the biggest problem is that our people are prejudiced by this economic system. On various occasions it was demonstrated that our people are getting the opportunity to obtain a job but because of not having the proper preparations they remain unemployed.

TO THE YOUTH:

At the moment we have thousands and thousands of students in school. The exact number varies by year. We must not forget, additionally, we have a large group studying overseas and also those who are taking courses at night, either to progress in their jobs or with the intention to change jobs. These young people need all the support, either from their parents or from those directly involved in education for them to terminate their studies with success. The government on its part is continuously working hard to come up with an adaptation in our system and to the modern times. It was for this reason that the Government installed commissions who would be in charge in the renovation of a definite quality education. This system of education undoubtedly will stimulate our people to extend their way of thinking and prepare themselves for a world that is continuously changing. Much effort and money are being injected in education which undoubtedly will be a necessity for economic progress on our island which is growing very rapidly. This economic progress does not necessarily mean in finance but more so in our human resources.

Now, if the students themselves do not take advantage of these opportunities, all these efforts will be in vane and will not serve to the benefit of our island. That is why the students must, in the early stage, set a goal and choose for a good education which will contribute in their personal growth and in the highest labor productivity and also in a healthy life. This will avoid our youth standing in lines to obtain financial aids, whereas our island needs them to help in the progress. They must realize that the people who reached far in their lives and achieved their goals, did all these because they had a goal to guide them.

Unfortunately, there are many students who, for one reason or the other, are unable to further their education and are obliged to look for a job at a very young age. It is understandable that when they cannot obtain their diplomas, this could have psychological consequences for them. There are also indications that the students in advanced studies are very concerned and discouraged with the incoming overseas labor force. There are even some who said that they lost interest to continue their studies because they will not

obtain a job at the completion of their studies. The government is doing its maximum effort to discontinue this development and there is no doubt that if this is the case, the students will be the first to obtain a job. They must not let these negative thoughts affect their studies because if they prepare themselves well there will be nothing to avoid them in accomplishing their desires.

There are some youngsters who do not know what type of jobs they would want in the future and it is for this reason that I mentioned that in the very early stage of their studies they must set their goals. They must understand that every profession has a value, but they have to determine beforehand that the profession that they choose must be the one in which they will feel comfortable with in their career. Comfortable does mean the easiest, but the one that they like and feel secured which will guide them in a good future for themselves and their families. They must remember that wherever they go, they must not neglect personal growth. The necessity for a positive attitude and personal growth is the key to success. You will encounter a few barriers, but set in yourself that you are special and the final accomplishment will be right in front of you. Always be better than yesterday, but not as good as tomorrow.

WORK AND ITS SIGNIFICANCE:

A job is an activity in which one puts in a physical or mental effort setting a road for the future either for himself or for his family. A job requires much energy and most of the time more physically than mentally. It requires much time in your life and how many of us realize that the major part of our lives is spent dedicated to our jobs. It is for this reason also that we must realize and set our goals that all these efforts must result in an immense pleasure if we want to have success in our jobs. This success is something that nobody can give you, it is in your hands to accomplish this with much sacrifice and dedication. Your job must become part of your life, filled with satisfaction, making you anxious to wake up to go to work. If this is not the case then your life at work will be nothing pleasant and most probably one filled with frustration.

There are some who go to work simply to earn money. For these people the progress to advance in their jobs is very limited and the result will be that they will be disgusted and change jobs with much frequencies and with no positive results. There are also some who go to work and do their utmost to progress in their jobs, but for one reason or the other they do not get the merits or the recognition from management. These types of management create a disaster in their organization because this will create an unhealthy environment and the result will be that they will lose their best employees. We can discuss this topic for hours, but let us put it aside for awhile.

LOOKING FOR A JOB?

It becomes a time in your life, as it is with most of us, that we must look for a job. Either you have terminated your studies; you do not wish/or unable to continue with your studies; you prefer a change in your job; you are discontinuing what you are doing; or your services have been terminated. The

task that you are faced with is a difficult one, but if you are well prepared, you will have an excellent opportunity to get the type of position you really want. Although there might be many opportunities for work it won't be that easy to get a job nowadays. To get a job which will be ideal for you will be much more difficult. To say it in a soft manner, to get a job, would be a job in itself. Firstly, you must prepare yourself adequately in order not to get discouraged or lose enthusiasm when you receive a negative reply. Secondly, some employers don't have the decency to reply to you. Do not discard the difficulty but prevent depression and discouragement.

Before you start looking for a job, you have some tasks to do. First, look at yourself in the mirror. Discover or rediscover your personal qualities. What are your strengths and your weaknesses. What service can you offer an employer. Think about your aptitudes and knowledge, experience and abilities. Most probably you will discover a good quantity of positive qualities which you had forgotten that you had.

Firstly, register your name at the Employment Office, a Job Center, who would have a good knowledge in this field and while they are looking for a job for you, you can also continue with your applications. It may be that at that moment they don't have an opportunity for you, but they can file your information and contact you when the opportunity arise. Secondly, (a) look for possible employers; (b) ads in the newspapers; (c) contact your friends or family to find out if they know of a company who would need someone with your qualifications. If this is possible, then you would now be ready to apply for a job. To do this, you have the following tasks to do:

1. Ensure by making telephone calls or visit the company to find out if there really is a vacancy and that it is the type of job you are looking for.
2. If the above information is positive, inform the employer, or the Personnel Manager of your interest in the position.
3. It won't be a surprise that there will more applicants interested in the job, therefore do not lose precious time. Write an application letter immediately or fill out an application form if the employer requires this.
4. Certain employers require a more sophisticated application letter than a simple one. In this case, you will be informed to make a resume. This is a brief summary, but complete, of your education, your job experience including some personal data. The resume could be extensive if it's about a person who is highly educated and with many years of experience in various types of jobs. It all depends on the type of job, for example, for an "expert" the resume will generally be extensive and more detailed.
5. Prepare yourself for an interview with the presumptive employer.

It will be a good idea to plan to use enough time to implement and complete your application for the job.

CREATING AN IMAGE

EVALUATE YOUR STRENGTHS:

The first thing you must do is to analyze and understand what the potential employers look for in hiring certain people and others not. Here follow some examples of what they will look for:

- Good education
- Success in the job career
- Experience
- Ability to solve problems
- Creativity
- Attitude
- Ability to communicate
- Personal appearance

In order to do that, you must evaluate your strengths to see if they fit the necessity of the employer. Then focus in your past contributions and do not limit your thoughts..

EVALUATE YOUR WEAKNESSES:

Continuing your preparations it would be a good idea to evaluate your weaknesses and understand why employers have preference in hiring certain persons. Here follows some negative factors:

- Lack of experience
- Lack of abilities in the job
- Too frequent change of jobs
- Over-qualified for the job
- Poor ability in interview
- Attitude
- Poor personal appearance.

All of us has weaknesses but only those well prepared can control these problems in a satisfactory manner and at the same time overcome the weaknesses.

There are certain delicate or hidden weaknesses which are not obvious in your resume for those who are interviewing you, but could come up during the process of the interview, like:

- Poor relationships with your boss
- Desire not to change job location
- With no ability to take responsibility with multiple goals
- Certain physical limitations (could also be mental)

- Justice problems

The manner in which you should tackle any weakness in an interview situation is to answer it without being defensive, argue or make the one interviewing you defensive.

YOUR PHYSICAL IMAGE:

Your next step is to examine your physical image, which must project in a professional manner. Remember that this is the first and most probably the only opportunity you will have to impress those interviewing you. Two of the most important are as follows:

Male Apparel:

The dress for any person who goes to look for a job many times depends what type of job he or she is applying for. Another way to look at it is that when you are going for an interview you must know what type of dress is required for the job. For example, a male person who is looking for an office job will go with a formal dress, at least he will include a shirt and tie. Another, who is looking for a job in construction will go with an informal dress.

Male Appearance:

This is at times a very delicate topic because “times” have changed. What I would like to explain is that at one time a male candidate who goes for an interview could not go with long hairs, with a beard, or earring. I remember in the early days how many applicants were refused a job because they had a beard or long hair. This is not a matter where we as the interviewers must have enforced how a person’s appearance should be. No, the fact of the matter was that at that time long hair or beard were not in style and it did not take long that it became in style. The same is true for earring which has now become in style and there are some employers who will accept applicant wearing these. But, there is still the possibility that a person could be refused a job who is wearing an earring or his hair is not properly maintained. Exaggeration can cause deception.

Another important point is to make sure that you had not taken any alcoholic beverage before you go for an interview. If possible do not go if you have just finished a job that required your sweating because this might probably cause some unpleasant odor and impair your chance. Do not smoke, chew gum, or take notes during the interview.

Female Apparel:

For a female applicant who goes for an interview, she must also think which apparel the job requires. This means that the apparel must be presentable for the type of job, well selected, simple which suit your personality.

Female Appearance:

The appearance of a feminine when presenting for an interview should be: hair must be in style and well combed, makeup must be neat and not exaggerated, nails with at a moderate length and neatly finished, perfume with a soft fragrance and if the job requires, stockings which suit the dress.

Summary:

One of the important steps in the process of finding a job is now complete. If you have done this correctly, you would have:

- evaluated your strengths thoroughly and understood the contributions that you can make in your new position.
- identified your weaknesses and surpassed any objectives with effectiveness in your interview.
- discussed your work process with your family and obtained their cooperation and comprehension.
- evaluated your physical image to insure that you are projecting a professional image.

YOUR PROMOTIONAL PACKAGE**FIRST IMPRESSION - YOUR APPLICATION LETTER:**

The job application letter is one that you write to a prospective employer to apply for a job. Your goal is to get the employer interested in you to the extent that he will contact you for an interview. That is why this letter should truly represent you. Because this letter will do that, whether you know it or not.

Being unknown to the employer, this letter is your first opportunity to make a favorable impression. Use this opportunity. Your personality, individualism and your background should all form part of that letter. The tone of such letter must always, however, be one of modest confidence in your abilities. The appearance of the letter should be neat, with well-aligned margins, and without any grammatical or typographical errors. The application letter is personal, there are no definite rules as to how you should write it. There are, however, some guidelines, stated below, that you can follow, adding or subtracting until it fits your needs.

Paragraph I:

- State where/how you have learned of the position.
- Say that you are applying for a certain job or position.

Paragraph II:

- Relate how your education and experience fit the employer's requirements.

Paragraph III:

- Mention personal qualifications.
- Explain why you would be successful in such a position and why you are interested in that kind of business.

Paragraph IV:

- Refer to your resume which should be attached to your letter.
- Express your wish for an interview.

Do not try to say too much in your application letter. It should not be longer than one page, otherwise the employer might probably lose interest with the contents in your letter. All other information should be covered in your resume.

Please note that you should send a personal letter to every company where you are applying for a job. Do not send photocopy of standard letters for different firms. That would show a lack of interest and common courtesy on your part.

Many companies have their own application form. If that's the case, fill it out with honesty and send it with your resume.

Here follows one example of an Application Letter:

Example – Application Letter

Name of person
Organization
Address

Your name
Address
Telephone

Dear _____

Your ad for an Accountant in your Marketing department in the (name of newspaper) of (date) is of special interest to me because it calls for qualifications which correspond with my background and job objective.

You will note from my enclosed resume that I have a good professional background in financial accounting, and also some years of experience in the marketing field.

I would like to be employed by a company such as yours, which I consider to be one of the most promising in the area. With seven years of experience at

one company, I am looking forward to new challenges which I know will await me as an Accountant with your firm.

May I ask you to read the resume and permit me to phone your secretary next week for an appointment? I look forward to meeting with you.

Sincerely yours,

(Signature)
(Your name)

Enclosed: Resume

THE RESUME – A QUICK REFERENCE GUIDE:

Attaching a resume along with the application is almost a “must”. The resume is basically a summary of your education and your personal advancement along with some personal details. It is very helpful to the prospective employer as a quick reference guide, and as such should not be longer than two pages. Usually, the resume contains the following information: :

1. Personal identification: full name, address, and phones
2. Educational background: start with the highest level of education, conclude with high school. Mention degrees, names of institutes, dates.
3. Employment experience: chronologically from present to past; include employment dates, job title, a brief job description and if applicable a concise summary of your special accomplishments.
4. Memberships/Significant courses/Hobbies.
5. Personal data: date of birth, birthplace, nationality, health, marital status.
6. References

The resume is an inventory which you will deliver to a potential employer where you will put weight on your qualifications for the particular position. It must be delivered personally or mailed to a certain number of prospective companies....more than you could probably visit. Aside from that, the total process to prepare your resume will help you organize your process to look for a job. It requires for you to start thinking correctly and methodically on your qualifications and opportunities for a job.

Remember, though, that you should shape the data to fit your particular needs. You can adapt the headings to suit your requirements, making deletions or adding new headings where appropriate.

We must emphasize that even a well-prepared resume will not guarantee you an interview or a job. A poorly written resume for sure will eliminate your opportunities, especially in the competitive job markets nowadays. Organizations frequently will receive many resumes, and it could result that a person with excellent qualifications may be neglected or discarded if the resume is not attractive, correct, and easy to read.

Be optimistic and prepare yourself duly that when you receive a negative reply this will not discourage or hamper your enthusiasm. More so, when you do not receive a reply either written or via telephone, because there are many employers who don't even send a reply. A company who is well organized has the responsibility to reply, either positive or negative. The applicant has the right to receive a reply. This lack of reply can be traumatic to the applicant, because this can create uncertainty in his mind. For example, he/she can ask himself/herself what were the cardinal reasons or points for not receiving a reply. He/she can even believe that no other companies will accept him/her with the qualities described in his/her resume. This might be a big error and an immense lack of determination and perseverance. These last two are your faithful friends if you firmly believe in the expression: "You could have lost the battle but not the war." What to do then? Many things, some examples:

- Send another letter, explaining that you had not received a reply, referring to your first letter/resume. Or....
- Call the Personnel Manager to verify, or or ask for assistance. Or....
- Look for information from some key employees in the company.

At times there are valid reasons and also surprising why the company did not send a reply, it may be that:

- The company probably did not receive your letter/resume. (It will be a good idea to register the letter).
- The company is in the process of reorganization, or is very much occupied with certain development, consequently your letter does not have much priority.
- Your resume did not impress or satisfied the company, or maybe the key part of the job is knowledge/work with computer, and that was lacking in your resume.
- The vacancy was already filled.

Maintain your good work habits and make the task of looking for a job your maximum effort. It will demand much planning and investigation, than any project assigned to you and the accomplishment of your goal will surely become the most important one in your life. You must realize that a job application is nothing else than a marketing problem. It is a product (a person) which has to be distributed and sold to the client (employer) correctly.

The objective or goal is to obtain enough interviews to give you the selective opportunity to choose a career which will satisfy your desire. As you know, the higher the position level, more contacts you will have to make in the process. Why? Because fewer jobs are available as you climb the ladder to success.

This means that you are going to intensive competition to position yourself as manager, existing or new, and you will have to look for with much more difficulty and you will have to be better prepared with your competence. Not only will you have to expand your application, but you will have to have

superior resume and excellent abilities for interview in order to obtain a new position.

You will have no alternatives in the following weeks. It is important to plan to use enough time to implement and complete your requests for the job.

A RESUME WHICH WILL DERIVE AN INTERVIEW:

Remember, there are no levels of exactness in the writing of a resume. There isn't a unique format that will serve the necessities for all candidates, because each person's qualifications are different. To reflect your specialties, you must write your resume as effectively as possible. Correct information which are included in your resume will depend on your educational and experience background and must be in line with the position that you are looking for..

There are so many ways in which to present yourself in a resume but the road to a final product is common and systematic. Following, we will review an organized procedure, proven to prepare an excellent resume which will help obtain interviews. This is an approach taken from many companies and of the opinion of many experts. Remember that a good resume normally will take hours to write. If you follow the following steps, you will be on the right track to obtain an interview:

- Personal Inventory
- Position Yourself (Job Objective)
- Select the Best Format
- Use the Best Words
- The Physical Appearance of Your Resume
- Analyze and Revise Your Material
- Producing Your Resume

PERSONAL INVENTORY:

In order to prepare an effective resume you must always start with a personal inventory of your education, culture and experience. All this information should not be included in your resume and all you will need is a summary of your experiences and activities to serve as basic material, but stay with them.

You must describe in details the following to evaluate your accomplishments:

- The companies or industries that you worked for...size, part of the market, competition, etc.
- The tasks and responsibilities of your previous positions.
- The situation that you inherited, actions that you took and the obtained results.
- Any ability that can be changed to other positions, companies or industries.

Evaluate the following personal characteristics for the significance of the job:

- Personal/characterized information
- Inventory of professional education/development
- Job experience
- Inventory of accomplishments
- Employment objectives
- Ideal job or position
- References

POSITION YOURSELF:

One of the most important point when preparing your resume is to make sure that you design it with a specific employment goal or the position you desire. You must be sure then as to what type of job you are looking for. You must promote and position yourself by inserting the appropriate position sufficiently to cover the market. This will permit the employer to identify what you are able to accomplish.

It is possible that a person, based on his/her studies and experiences, could be qualified to assume more than a different position. In this case it would a good idea to make a resume for each interested position. But, each resume must reflect a complete and specific view direct with major emphasis on the qualities that will satisfy the desired position.

SELECT THE BEST FORMAT:

As you probably know, there are several types of resumes, like the Chronological, Functional, Combination, and Alternative. From my experience I have found that the Chronological Resume is the best because it promotes qualities like, abilities, capabilities, and accomplishments excellently. All these will attract the attention of the potential employer more effectively.

The Chronological Resume:

The chronological format presents information in an orderly manner and easy to read and also the easiset one to write. Job experience is registered in a chronological manner, beginning with the recent (which generally receives the most emphasis) and going back in the previous years. Employment dates, name of the organization and job titles appear first, followed by a detailed description of the job and accomplishments.

The historic approach assumes that your most recent activity is your most important and emphasizes the act by setting a primary position in your resume. Either you attribute your education or your experience by putting a section before the other, listings under each heading are placed in inverse chronological order, starting with your most recent education and jobs. Dates are included to show the time for each experience. When you are constructing this type of resume, be careful not to let your significant experiences _get lost in the details on dates, less important jobs.

Advantages:

- It is the easiest to prepare because its content is structured with familiar dates, companies, and titles.
- A history of stable employment, is put into the best perspective.
- It gives the interviewer a guide to discuss job experience.

Disadvantages:

- It may emphasize on job areas which an applicant wishes to minimize.
- Areas in ability would be difficult to emphasize if they reflect in most recent jobs.
- It highlights employment gaps.

Example I – Chronological Resume:

Your Name

Your address

Telephone number

Successful, results-oriented Assistant Engineer/Planner seeks career opportunity with major industries. Proven ability to effectively communicate, verbally and in writing, in several languages. Excellent human relations skills and relationship with all levels of management. Career highlights include excellent education, including various company sponsored courses, e.g. Computer Date Entry and Manpower Scheduling.

WORK EXPERIENCE:

SUPERVISOR
Company Name

2000 – Present

As a Shop Designer and Supervisor, responsibilities going out in the field to take measurements of equipment to be repaired or renewed. Subsequently providing sketches or drawings for shop fabrications.

SUPERVISOR
Company Name

1999 – 2000

Responsibilities included supervising fourteen subordinates during the installation of new underground telephone cables for our Telephone Company, Setar.

ASSISTANT ENGINEER
Company Name

1995 – 1999

Assisting the Engineers in the preparation of pipe sketches and drawings.

EDUCATION/CAREER COURSES:

Technical School; (Metal Trades) in

Pre-employment Preparatory Program at
Member of Fire Brigade at
Fire Fighting Course
National Foam Company Fire Training Course
Self-Contained Breathing Apparatus Course

PERSONAL:

Married, two children, excellent health, willing to travel

LANGUAGES:

Fluent in English, Spanish, and Dutch

HOBBIES:

Bowling, music, reading technical literature

REFERENCES:

Available upon request

Example II – Chronological Resume

RESUME

John Doe
Street Number
Address
Telephone Number(s)

JOB EXPERIENCE:

- 1982 – Present: Advanced Electrician, (Company Name), an affiliate of
..... Responsibilities:
- Troubleshooting, repair, and general maintenance of electrical power systems (110-220-440-2400- and including cable splicing, installation of conduits, pullboxes, substation equipment, & relay calibrations
 - Installation of new power systems from engineering drawings.
 - Installation, troubleshooting, repair, and general maintenance on the company's system, including the telephone exchange.
- 1978 – 1982 Electrician, (Company name) Duties:
- Training phase for advance electrician status. Duties Included all of the above, usually accompanied by an Advanced electrician.

EDUCATION:

1974 – 1978 Pre-college Engineering School in Degree in Electrical.

SPECIAL SKILLS:

- Familiar with Critical Path Method for work planning.
- Certificate in Electronics from
- Certificate in Computer Programming (Basic, Cobol, and PLI), from

PERSONAL DATA: Born: August 7, 1956 in
Nationality: Dutch
Status : Married, two children
Health: Excellent

REFERENCES: Will be provided on request.

USING THE RIGHT WORDS:

When you are writing your resume, use the right words which will describe your qualifications and experiences. Also review the employment ads in the newspapers and use some of their words and terminology in your resume used in the type of job that you wish.

APPEARANCE OF YOUR RESUME:

It is important that you analyze and focus on the appearance of your resume and a resume should be easy to read because it must create an image of the applicant in the mind of the reader. It is important that your material is set strategically so that anything he reads is relevant. It is also important that you create an impression that you are well organized. Use a space to isolate the important points in which you want give more attention. Arrange the most important topics to get the best appearance. Leave out your age, date of birth, today's date, or identification number. Don't mention reason why left last job nor mention your need for a job.

PRODUCING YOUR RESUME:

Please double check your resume before you take it to a printer to make sure that there are no errors. Very few resume will contain a photo for the simple reason that the potential employer is more interested in your accomplishments, or what your contributions will be, and your appearance.

DEVELOPING CONTACTS:

MARKETS AND INVESTIGATION:

An investigation well organized for employment will use many different media for describing potential opportunities. You must promote yourself to

more people and organizations as possible. You must make contacts by mail, telephone and others for example:

- Opportunities in the market.
- Ads for employment.
- Potential employers.
- Commercial associations
- References.

If you want to get enough offers and interview for a job, you must make as many contacts as possible. This will give more opportunities in which you make your choice and will avoid your accepting an unattractive offer.

POTENTIAL EMPLOYERS:

Make a list of the companies/organizations in order to complete your analysis as to which will be in line as to what you are looking for, for example: companies/organizations where you worked, competitive, which exercise similar activities with those you previously worked for. Also, make contact with the person who most probably will make the decision to hire you.

It is important that as soon as there is an opportunity for employment you must look for all the information that concerns the company, before you get an interview.

BUSINESS CONTACTS:

Business contacts are an important part in your process. You should contact the people whom you know, for example people you were introduced to, associated in the past positions, like salesman, distributors, or employees.

MEDIA OPPORTUNITIES:

When you are looking for a job, it is important that you continuously review the media . This is the best opportunity to find a position before other candidates are involved. Make contact with the company either with an application letter and your resume.

DEVELOPING NEGOTIATING ABILITIES:

PREPARATION FOR AN INTERVIEW:

To obtain the kind of position or job that you are applying for, it is essential that you prepare yourself adequately. An interview is very important because no resume or an application form can explain everything for the candidate. It is a simple meeting between you and the prospective employer where the company will try to make a prediction, based on its experience and on your past history, and on your future accomplishments in the company. Therefore, you must prepare yourself adequately in order to convince the interviewer that you are the right person for the right job. Last but not least, you will find that an interview is simply pleasant and stimulating discussions.

THE INTERVIEW PROCESS:

Before we start on the process for an interview, I would like once more to put emphasis what is an interview. An interview is a conversation, for a reason or discussion, between two or more person. The principal reason is to inform and convince, and the two types most common area: (1) to look for the truth, and (2) an interview when applying for a job. One of the most important interview for most people is with a prospective employer. Like any other interview, it uses techniques in good conversation and discussion with emphasis on the word “convince”. For example, the one being interviewed must convince the interviewer that he/she is capable or qualified for the job. This interview is nothing other than determining the necessity of the employer and demonstrating that the product (the applicant) will satisfy the needs or the demands.

Unfortunately, most applicants do not approach the interview in this direction. Instead of determining the necessity of the employer, they will wait for the employer to discover their responsibilities and then try to surpass these. You must describe and put emphasis on your potentials.

ROLE OF THE ONE BEING INTERVIEWED:

The one who is being interviewed plays an important role in an job interview because he/she is the person applying for a job and he/she is the one who is to take the initiative.

- Before you go to an interview, learn all you can about the company you are applying at and the position you are applying for.
- Be prepared to answer questions about your past experiences, positions, training, hobbies, and personal characteristics. Do not just repeat what is in your letter or resume; expand a little on it.
- At least for the first minute of the interview, the interviewer will absorb what he sees. Therefore, your dress, cleanliness, neatness and politeness, in all details, are of utmost important.
- Give full, but no longwinded answers to every question asked. In general, a simple “yes” or “no” would be impolite. Give direct, specific and detailed answers.
- Do not criticize your past employers/companies. The interviewer may conclude that you will do the same to his company.
- Look directly at the interviewer(s) when answering or listening.
- You should not bluff. Neither should you show any form of extreme self-depreciation.

THE ROLE OF INTERVIEWER:

The one interviewing you always has information of the one being interviewed, like: application form, resume, application letter, etc. Therefore, the interview must be considered as a final decision if he will employ you or not. He would be a person who is a good observer. In the interview the person who most probably will be present is the person who will be working with you, as a new employee. During a period of sixty days, the trial period,

the supervisor must make an evaluation to determine if he will make you either permanent or discontinue your services. Before this trial period is over, the company can discontinue your services without having to answer any questions. That is why this trial period is very important to the new employee, because he/she has to demonstrate that he/she has the capacity to do the job.

THE INTERVIEW:

You have already come a long way if you've been contacted for an interview by a prospective employer. It means that your application letter and resume have made a favorable impression on him. It also means that the employer is willing to consider you for a position in his company. The decision that he will take now depends on your interview. Someone once said that the best guides to follow in an interview are: "your own sense of judgement and good taste, the interviewer's manner, the type of position, and your own strongly held principles and standards".

COMMUNICATION TECHNIQUES:

You can elevate the confidence in yourself by practicing the manners in which to communicate and listen effectively. For instance, good eye contact, appropriate body language, appropriate voice tone, active listening, and good choice of words.

You have to remember that each interview will be different and will require your personal ingenuity, you must be alert practice good protocol for the interview:

Positive:

- Go by yourself to an interview
- Plan to arrive some minutes before the appointment
- Greet those who are going to interview you, give a handshake
- Relax, give a smile, be natural and friendly, but businesslike.

Negative:

- Do not lose in space when answering questions. Give frank answers, correct and complete.
- Prevent arrogant answers and do not interrupt.
- Avoid criticizing your ex-employer or your ex-employees.
- Don't chew gum, smoke or play nervously with a pen, etc.
- Don't take notes during an interview.

OPENING AN INTERVIEW:

Be sure that you are on time, this will demonstrate that you are a responsible person. You should open the interview by giving a compliment of the company, products, personnel or a significant contribution made by the organization to the community.

POSSIBLE QUESTIONS BY THE INTERVIEWER:

Following are some sample of general questions awaiting you in the interview:

- Why are you interested in our company?
- What attracted you to come to work for us?
- Did you yourself take the decision or did someone influence you?
- If you are working, why do you desire a change?
- Why do you feel qualified for the job?
- Which are your strongest characteristics and weakest?
- Do you think that you can contribute much to our organization?
- Which are the greatest accomplishments in your past job(s)?
- Which are the greatest influences you got from your ex-supervisors?
- Did you supervisor before, how many? Which are the employees who most attracted you and why?
- Did you resign from a job or were you requested to resign, and why?
- Do you a long period without working, why and what did you do during that period?
- If the applicant did some job hopping, why?
- If the applicant was hospitalized for a long period, what was the cause?
- Did you have a crisis on the job?
- Would you be willing to work overtime?
- Would you be willing to take training?
- With what equipment can you work?
- Is your ex-employer aware of your interest to change job? Can we make an investigation?

OBSERVATIONS BY THE INTERVIEWER:

As explained previously, the person who will be interviewing you is a good observer. Therefore, it is to your advantage to take the following observations into account:

- Did the applicant arrive in time?
- How was his/her appearance?
- How did he/she present him/herself to the interviewer(s)?
- How did he/she sit in the chair, his/her posture? Was he/she nervous?
- How did he/she answer the questions?
- Did he/she have good “eye contact”?
- Was he/she listening well or was he/she frequently interrupting?
- Was his/her words well chosen, how was his/her attitude?

SALARY NEGOTIATIONS:

In the process of an interview unfortunately the question of salary/compensation will, most of the time, come out very early. When this occurs, ask the interviewer if he can hold it for awhile until you find out more about the position/job as the interview progresses. If the interviewer persists, you must always ask for the total compensation. The total compensation is

the base salary plus all the benefits. You must remember that the one who discusses money first.....is the loser. It is always wise not accept the job or the compensation during the interview, but you should ask the interviewer if he can give you two or three days for to think it over. As soon as you have studied the deal, call them immediately, either if you will accept it or not.

CLOSING THE INTERVIEW:

When the interview is terminating, you may wonder how you did in the interview. You should ask: “Sir, I am very excited with the opportunity and I feel that I can contribute significantly to the organization....how do you think I will perform in this position?” If the answer is positive, you either decide for the position, or take two days as mentioned before, and shake hands and thank the interviewer(s) for the opportunity.

AFTER THE INTERVIEW:

INTERVIEW CONTINUATION:

Very few people will make a continuation after an interview. If you have received a positive reply from the company, write a letter and put emphasis on your contributions, a simple thank you will not be enough.

If you have a negative reply, what happened? Did you present yourself as follows:

- Poor personality – lack of posture – poorly presenting yourself – lack of confidence in yourself – hesitated approach – arrogant – hard-headed.
- Lack of goal and ambition – didn’t show interest – decision not directed towards job.
- Lack of enthusiasm and interest – no initiative
- Poor appearance and poorly dressed
- Salary demand not realistic – more interested in salary than opportunity – advancement in promotion not realistic
- Poor school grades without explanation why they are low
- No ability to express yourself – poor in communication
- Lack of maturity – without leadership potential
- Poor preparation for the interview – failed to get information on the company and not able to make intelligent questions.
- Lack of interest in the company and the type of job offered
- Lack extra-curricular activities without valid reason
- Attitude of :”what can you do for me”, etc.
- Not willing to travel – not willing to change job location.

It will be a good idea for you to sit down and analyze what you did wrong before you start preparing yourself again for another interview. This is the moment that you must be strong and not letting the previous interview discourage you. The knowledge and experience that you gained in the process will surely help you in the next interview. Now you are much more knowledgeable and know exactly what you must do if you are going to do it all

over. The positive things will remain in your mind and the negative ones will eventually disappear. Success.

RESPONSIBILITY:

THE WORKER:

Now, if you have obtained the job which you had desired you must remember that the company did not hire you because they wanted to add another employee to their organization. No, you were selected, among others, not for ordinary qualities.....but for you extra-ordinary qualities. They had the full confidence that you have the capacity and that you can exercise the function with effectiveness.

In any organization we are all very dependent on each other. We all have different roles and different areas of responsibility, but it is the accumulated efforts which give results. Without working as a team we can just as well forget about the ambitious progress we want for our department or our organization. Our objective is not only to keep things going.. We have to continuously search for hidden opportunities and develop them. Once in awhile we may make mistakes, but even if we obviously should try to avoid them, we should not be afraid of mistakes. The only person who doesn't make mistakes is the one never making decisions. Nobody ever became famousonly by doing great thingsand big mistakes. Therefore, forget about your mistakesbut never what they taught you. Cooperate with others and ask for help where needed, don't spoil your health. Not only do we have to work hard, but we must work with effectiveness, better organized, and distribute our attention where required. We must plan our work well and not only try to the right things, but look for the right things to do. We must work with a positive attitude as though the company is ours. Most probably the company is doing well, but let's try a little more everyday so that it will continue to do well. Don't forget, if the company progresses, we will also progress. If not, we will all lose.

THE EMPLOYER:

We will know that a businessman or a merchant invests his capital in a business with the preposition to yield his capital. He has a profit margin he expects to comply with. He is responsible for his business and also for his employees that every end of the month they get their salaries in order to feed their family. Naturally, he has his criterion to select his best people for him to reach his objectives, the reason why he established his business.

A good employer is one who will stick to his organization's code of ethics which he represents, just like the employees who must comply with house-rules. Communication and comprehension between the employer and his employees is the key to success of the business. In a community which is developing rapidly, the employees must be treated humanely. If he wants his employees to their maximum, he must treat them with respect and dignity. He must give them recognition and appreciate their contributions, not only financially but in all aspects concerning the employees.

THE SUPERVISOR:

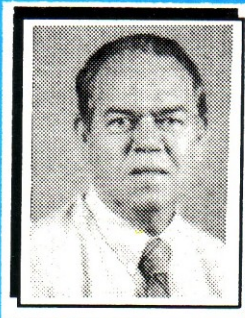
A supervisor's task is very extensive, and no manual exists describing how best to carry out his supervisory function. What further complicates this task is the dynamics of change....what was right yesterday is not necessarily right today....and might be simply wrong tomorrow. A supervisor needs a knowledge base but more important a flexible mind, an innovative attitude, and ability to cooperate and last but not least an ability to communicate.

In my training experience the topic which results in the biggest problem in any organization is communication. That is why the supervisor must always perform with doors wide open. He must normally think of his job in terms of his people rather than the details of the work. He is one who creates a highly motivated work group. He shows sincere interest how his people are doing, will let them know what he thinks of them, accepts ideas from them, and normally does something about these. He must be impartial because all his employees have the same value. Without them he will be unable to perform his function. He must give support as this will create a positive environment for his employees and their colleagues and the appreciation and recognition will come by themselves. He must remember that if his employees are satisfied, they will produce, otherwise they will be frustrated and will not produce.

CLOSING REMARKS:

The principal objective of this guide will serve in filling an apparent space, with an instrument, that one and all can use during a job search. The basic material used is a product of many years of proper experience, accumulated in industries. To compliment the experience, identities with expertise were consulted, publications and advertisements from media were extracted. Emphasis was put to make this guide as simple as possible for the reader.

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